Internal/External Posting STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS An Equal Opportunity Employer

July 13, 2007

Job Title:	Relief Correctional Counselor	Position No.:	93072
Division:	Youth Services	Pay Band:	4
Location:	Boulder	Bargaining Unit:	No
Status:	Aggregate Relief Position	Supplement:	No
Salary:	\$13.03/New to State Government	Shift:	Varies, on-call relief

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311 PO Box 201301 1539 11th Ave.,

Helena, MT 59620-1301

fax to (406)444- 4551 **email** to hrcen@mt.gov

Position open until filled. . Applications will be reviewed monthly.

Application materials are available on the web at http://mt.gov/statejobs/statejobs.asp

Special Information: *Position will work as needed for fill-in (relief). There is no guarantee of hours. This position works at the Riverside Youth Correctional Facility, which has a capacity of 20 female adolescent offenders. Applicants who meet the minimum qualifications will be notified to participate in a pre-screening test and details will be given at time of notification. The pre-screening test requires your attendance at the facility and will take approximately two hours.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-0439.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. The Department of Corrections is a smoke free agency.

Typical Duties: Correctional Counselors are responsible for providing direct care, supervision and treatment of female offenders between the ages of 10 and 17 who are committed to the Riverside Youth Correctional Facility/Department of Corrections. Correctional Counselors ensure the offenders follow rules and their individual treatment program by providing one to one and group counseling. Correctional Counselors provide crisis intervention counseling using non-violent physical crisis intervention techniques in emergency situations and serve as a

member of an Emergency Response Team. Other duties include: monitoring and evaluating behaviors by observing offenders; writing evaluation reports for treatment team meetings; serving and supervising meals; providing recreation; completing forms; entering treatment data or keeping other records to document treatment progress using computers, written logs and other approved documentation methods; perform minor housekeeping and maintenance work with or without offenders; and performing related work as assigned. May be required to transport offenders.

Qualifications and Competencies:

<u>Knowledge</u>: Working knowledge of the principles & practices of juvenile delinquency & offender supervision in a correctional facility. Working knowledge of the Youth Court Act, adolescent development & behavior, contemporary social & economic conditions, & services available to adjudicated offenders. Working knowledge of individual & group counseling practices as they relate to personal & interpersonal communication & social functioning.

<u>Skills</u>: Skill in the use of interview techniques, individual & group counseling & management, problem solving, conflict resolution, & computers.

<u>Abilities</u>: The ability to establish immediate & effective rapport & working relationships with offender's parents, co-workers, agency professionals, & management is required. Considerable good judgment & initiative is needed to supervise & counsel offenders. The ability to lead and direct offenders in physically & emotionally challenging activities is also required. The ability to work & communicate closely with others in a teamwork manner is required.

Competencies:

Listening (Active) (COM)
Writing Effectively (COM)
Understanding, Sensitivity, Trust Building (COM)
Trains, Coaches and Teaches Others (INF)
Relationship Building (INF)
Loyalty and Dedication (CMT)
Commitment to a Profession (CMT)
Reliable and Dependable (CMT)

Education and Experience: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a combination of education and experience equivalent to graduation from high school and one year of related experience working with adolescents. All combinations of education, experience and training assignments will be evaluated on an individual basis. Must possess a valid Montana Driver's License. Higher education in Criminology, Criminal Justice, Sociology, or closely related field is preferred. Computer experience and skills is desired.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or

12/93). Portions of the application may be photocopied if legible (see page 1 for instructions).

- 2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
- Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH**

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

SEE ATTACHED FORM

DEPARTMENT OF CORRECTIONS AUTHORIZATION TO RELEASE INFORMATION

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	
TO WHOM IT MAY CONCERN:	
As an applicant for a position with	the Department of Corrections, I am required to furnish
information for use in determining	my qualifications for the position for which I have applied as is
evident through my past work reco	ord. I hereby expressly authorize the Department of
Corrections to contact my present	or past employers, co-workers, personal references or any
other possible work references. ${\sf I}$	further expressly authorize those aforementioned past
employers and/or references to re	spond to such work related inquiries and to provide any and
	concerning me, including information of a confidential or
. •	those past employment sources from any liability, which may
relate to the information provided	to the Department in good faith.
I also authorize the Department to	conduct a Criminal Records Check and Background Check
•	d/or an investigator, and an Abuse, Neglect or Mistreatment
•	Public Health and Human Services. I understand that the
purpose of this record and backgr	ound check is for purposes related to the hiring decision for
the position that I have applied on	ly.
This authorization shall be valid	I and effective for one year from the date signed.
	Domestic Abuse, either Felony or Misdemeanor? If your date of the conviction and the jurisdiction in which the
	Jurisdiction
No Yes Date:	;
Applicant's Signature	Date